

S16-Shifts Scheduling Sheet

Employee to Highlight
RN-Marvin Kay

This person will be highlighted in tan-colored cells in the calendar.

Calendar for february 2007

Loc	Sh	Gr	Person	Loc	Sh	Gr	Person	Loc	Sh	Gr	Person	Loc	Sh	Gr	Person	Loc	Sh	Gr	Person	Loc	Sh	Gr	Person				
Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
																1				2				3			
A total of 40 rows are available for scheduling each day and unused ones can be hidden.				These cells are not needed for scheduling February 2007 and are grayed-out.												BNH 7-3 CNA CNA-Rita Lewis				SL-I 7-3 RN RN-Lisa Crowe							
																SL-I 7-3 LPN LPN-Bill Green				SL-I 3-11 RN RN-Marvin Kay							
																SL-M 3-11 CNA CNA-Greg Nikes				BNH 11-7 CNA CNA-Pat Wright							
																SL-M 11-7 Maint Maint-Jim Brogan				BNH 11-7 CNA CNA-Peggy Frum							
																SL-M 7-3 RN RN-Marvin Kay				SL-I 11-7 LPN LPN-Bill Green							
																SL-M 11-7 RN RN-Carol Behl				SL-M 11-7 RN RN-Carol Behl							
												11-7 LPN LPN-Brad Light				SL-M 7-3 RN RN-Carol Behl											
4				5				6				7				8				9				10			
11				12				13				14				15				16				17			
								The Scheduling sheet continues for a full month of scheduling.																			

Select location, shift, group and person from the drop-down menus.

People who are unavailable per information on the Employees sheet are not available on the menu.

This person has been assigned to more than 1 shift today and the cells turn bright green to let you know.

Up to 3 daily shifts are allowed per person.